

SPECIAL EVENT GUIDELINES AND CHECKLIST

It is our goal to assist event organizers in planning safe and successful events, which create minimal impact on surrounding communities. We hope that you find these instructions helpful in completing your Special Event Permit Application. We at the Office of Special Events and Filming also act as a liaison between City departments and regulatory agencies and you, the event organizer.

The permit process varies based on the size and scope of your event. The permit process begins when the City of Long Beach Office of Special Events and Filming receives the fully completed [Special Event Permit Application](#). More information can be found at filmlongbeach.com

The following checked items are **required** in order to complete your special event permit application:

- Event Admission Information (Section A)
- Event Activity and Program Schedule Information (Section B)
- Site Plan and/or Route Map (Section C)
- Parking Plan (Section D)
- Traffic Management Plan (Section E)
- Event Site Services (Section F)
- Event First Aid, Medical Services and Emergency Management Plans (Section G)
- Crowd Management and Venue Security (Section H)
- Alcohol Management (Section I)
- Concessions Management Plans (Section J)
- Charitable Solicitation (Section K)
- Insurance Requirements (Section L)
- Operational Fire Permit (Section M)
- Signature Survey Forms (Section N)

In general, no person shall conduct or cause to be conducted, participate or engage in, hold, manage, permit or allow another to conduct a special event, in, on or upon any city street, sidewalk, alley, park, way, pier, public place, public property or public right-of-way which is owned or controlled by the City without first having obtained a written permit from the City Manager. Permit applications must be received by the City of Long Beach no later than sixty (60) days prior to the actual date of your event and may be submitted no more than one year prior to your event. It must be noted that, although you may turn in a permit application as close as sixty (60) days prior to the event, other permits which may be required in conjunction with the special events permit must be submitted in advance of sixty (60) days. Long Beach Municipal Code Chapter 5.60 provides the framework and guidance for the issuance of Special Event Permits within the City of Long Beach and can be viewed at [Long Beach Municipal Code - Chapter 5.60 - Parades and Special Events](#).

Public Property, Park, or Beach Events

If you plan to hold your event in the City of Long Beach on a City beach, park, or public property, it is your responsibility to work with the Office of Special Events and Filming to evaluate the availability and appropriateness of the venue for your event. Special rules, regulations and restrictions unique to each site or facility may apply.

Public property, including City parks, beaches, and waterways are very important to our citizens, businesses and visitors, and we want to maximize their availability to the public. We will work with you to facilitate the programming of your activity within these venues based on our policies and procedures.

Most City beaches and park areas cannot be reserved for the exclusive use of one group, and access to the area by the general public must be made available at all times. In accordance with the Coastal Commission, the Special Events office does not permit certain special events on the beaches or at parks on holidays or during summer weekends because of already overcrowded conditions. However, a permit granted from the Coastal Commission in addition to the special events permit will allow for a special event to take place during those times.

From Labor Day to Memorial Day, our parks are heavily programmed with events for youth, schools, and community organizations. We will work with you to find an opportunity to schedule your event. Please note that not all parks, beaches, and waterways will be available in the summer months.

A. Event Admissions Information

Please describe your Entry and Re-entry policy.

If your event includes admission, please list your admission fees, vendor fees and/or participation fees.

B. Event Activity and Program Schedule Information

Please provide a detailed description of your programmed activities within the venue. This includes providing the City with a daily schedule for each area where activities or entertainment will be programmed. The schedule should include the names of talent/entertainment, performance schedules, sound checks, etc. Please attach your activity and program plan to your application.

C. Site Plan / Route Map

Please refer to page 3 of the Special Event Application for site plan and route map requirements.

D. Parking Plan

It is important that you plan for the safe arrival and departure of event attendees, participants, and vendors. A parking plan is required if 75 or more people will be attending/participating at the event or if the parking for the event will have an impact on residents and/or businesses. As an event organizer, you are responsible to develop a parking and/or shuttle plan and submit it with your application.

E. Traffic Management Plan

If your event involves street closures, you will be required to contract with a [City-approved traffic control](#) vendor. We will require a traffic plan, which will be submitted to Long Beach Police and Long Beach Public Works for approval.



Alcohol Requirements

If you plan to sell or furnish alcoholic beverages at your event, you will be required to obtain a permit from the State Department of Alcoholic Beverages Control (ABC) <http://www.abc.ca.gov/districts.asp>. In many areas of the City, public consumption of alcohol is illegal. The Special Event agreement you receive from the City of Long Beach may allow for the consumption, distribution or sales of alcohol within an enclosed and controlled area in the event venue. If your event includes the use of alcohol on City property, Liquor Liability Coverage must be included on your certificate of insurance.

In addition to the ABC, the Long Beach Police Department shall approve security plans for the consumption, distribution or sale of alcohol. The sale and consumption of alcohol requires additional security staff to monitor and control activities as well as mandated Long Beach Police staffing. The level of security staffing is to be approved by the Long Beach Police Department. If you plan on serving alcohol at your event, a [Security Plan Worksheet](#) must be submitted with your application.

Concessions Management Plans

The City of Long Beach Department of Health & Human Services Food Program regulates event organizers and food vendors at all Special Events to ensure food that is sold or given away to the public is prepared, handled, cooked, and served in a safe manner. ***Please note beginning December 1, 2021 we will no longer be accepting LA County Health Permits and all food vendors must have or obtain a permit from Long Beach Health and Human Services.***

If you plan to include food & beverage booths at your event, an [Organizer Health Permit Application](#) must be completed at least two (2) weeks prior to the event. In addition, all food vendors must complete a [Temporary Food Facility Permit Application](#). For additional vendor booth information, visit the [Health and Human Services](#) website.

For guidance on food packaging and single use items, [click here](#).

Merchandise and food vendors must also obtain a per day [Special Events Vendor Booth Permit\(s\)](#), from the Business License Section, and [Business License Application](#) from the Department of Financial Management. Please note that promoters are responsible for providing a list of vendors and ensuring that all vendors pay required booth fees. For more information please call (562) 570-6211.

Charitable Solicitation

Events (or activities within an event) that are held on public property by a nonprofit or charitable organization that are going to accept money in any way, whether it is through admission sales, raffles silent auctions, etc., must receive a Charitable Solicitation Permit from the City of Long Beach Police Department's Vice Division at 562.570.7219.

L. Insurance Requirements

Please note insurance requirements depend upon the risk level of the event. An original Certificate of Insurance and Additional Insured Endorsement must be received by the City of Long Beach Office of Special Events and Filming prior to the issuance of your Special Event Permit. Please see the City of Long Beach's [Insurance Guidelines](#) for more information.

Operational Fire Permit

Submit completed [Operational Fire Permit](#) form along with your application.

Signature Survey Forms

[Signature Survey Forms](#) are required from 80% of the impacted residents/businesses within your event venue. Impacted area shall be determined by the Office of Special Events and Filming.